

# ST-16TEL Kansas Retailers' Sales TeleFile Worksheet

Keep this worksheet  
for your records.  
**DO NOT MAIL**

Enter your nine-digit Employer Identification Number (EIN) .....  
(If you have a K or A number instead of an EIN, press "5" for letter "K" and "2" for letter "A")

Enter your seven-digit Personal ID Number (PIN) .....

Check the box that indicates the type of return you are filing:

Original ☐ Press  Amended ☐ Press  Additional ☐ Press

If your filing period is not pre-printed on this worksheet, you must enter the ending date  
of the current tax period (mm/dd/yy) .....

Example: Press  for a December, 2005 return.

**1. Gross sales or receipts (do not include the tax collected in this figure).**

To enter your gross sales or receipts as a positive amount, press 1. To enter your gross sales or receipts as a negative amount, press 2. If you have no gross sales or receipts to report, press zero. Remember to enter dollars *and* cents. ....

**2. Enter the amount of merchandise consumed by you purchased without tax.** For example, if you took items out of your inventory for your personal use that were purchased without tax, enter the price you paid for these items, including shipping and handling. If none, enter zero .....

**3. Schedule of Deductions** -- Press  if you have deductions to report; press  if you **do not** have deductions. Enter the amount for each deduction as applicable in the table below. TeleFile will instruct you to enter the line number that corresponds with your deduction item(s).

(Note: Be sure to enter your deductions on the correct line. For a detailed explanation of these deductions, obtain Publication KS-1510 and Publication KS-1520 from the Department of Revenue web site at [www.ksrevenue.org](http://www.ksrevenue.org).)

- |                                                                                        |  |
|----------------------------------------------------------------------------------------|--|
| 1. Sales to other retailers for resale .....                                           |  |
| 2. Returned goods, discounts, allowances and trade-ins .....                           |  |
| 3. Sales to U.S. Government, state of Kansas and political subdivisions .....          |  |
| 4. Sales of ingredient or component parts of tangible personal property produced ..... |  |
| 5. Sales of items consumed in the production of tangible personal property .....       |  |
| 6. Sales to nonprofit hospitals or nonprofit blood, tissue or organ banks .....        |  |
| 7. Sales to nonprofit educational institutions .....                                   |  |
| 8. Sales to qualifying sales tax exempt religious and nonprofit organizations .....    |  |
| 9. Sales of farm equipment and machinery .....                                         |  |
| 10. Sales of integrated production machinery and equipment .....                       |  |
| 11. Sales of alcoholic beverages .....                                                 |  |
| 12. Nontaxable labor services, original construction and residential remodeling .....  |  |
| 13. Deliveries outside of Kansas .....                                                 |  |
| 14. Other allowable deductions .....                                                   |  |

TeleFile will calculate your total deductions. Enter the amount in the shaded box .....

Press  to hear the amount again or press  to continue.

**CONTINUE ON NEXT PAGE**

4. TeleFile will calculate your **net sales**. Enter the amount in the shaded box .....

5. TeleFile will calculate your **net tax**. Enter the amount in the shaded box .....

Press  to hear the amount again or press  to continue.

6. If applicable, enter the amount of the **credit memo** received from the Department of Revenue.  
**If you are filing an amended return**, enter the total amount previously paid for the filing period you are reporting. If none, enter zero .....

7. TeleFile will calculate the **total due**. Enter the amount in the shaded box .....

Press  to hear the amount again or press  to continue.

## BANKING INFORMATION

If you are a first time user for the ACH Debit Method of payment or need to change your banking information, complete this section and be prepared to enter the bank account and routing numbers. (Note: The information you provide here is the same information reflected on your check.) After you have provided your banking information to the Department of Revenue, it will be stored in our database and you will not need to enter it again.

Check the type of **bank account** you will be paying from:

Checking ☐

Press

Savings ☐

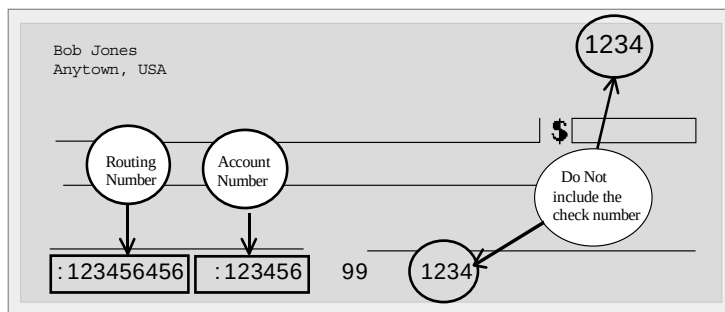
Press

Enter your **account** number .....

Enter your nine-digit **routing** number .....

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*The example to the right shows where you can obtain the account number and routing number from your check.*



TeleFile will give you the amount that will be debited from your account and remitted to the Department of Revenue. Enter the amount in the shaded box .....

To acknowledge that payment will be deducted from your account on the 25th, press  . If you prefer to use the next business day rule and have your payment deducted the day after you TeleFile, press  .



**DO NOT HANG UP UNTIL YOU RECEIVE YOUR CONFIRMATION NUMBER**

TeleFile will give you a 12-digit **confirmation number**. Enter the number in the shaded boxes. (REMINDER: If you hang up before you receive your confirmation number, your return will not be filed and your payment will not be processed) .....

Press  to hear your confirmation number again or press  to continue.

Enter the date you TeleFiled your return .....

**You are now ready to TeleFile. Dial 1-877-317-5639. This is a toll free call.**

**DO NOT MAIL YOUR TELEFILE WORKSHEET - KEEP IT FOR YOUR RECORDS**

## INSTRUCTIONS FOR COMPLETING THE ST-TEL PAYMENT VOUCHER

Print your business name and address in the space provided.

Enter your tax account number in the space provided.

Enter the period beginning date for the return you are TeleFiling. For example, when filing for the month of September 2004 enter **090104**.

Enter the period ending date for the return you are TeleFiling. For example, when filing for the month of September 2004, enter **093004**.

Enter the tax due amount as indicated on line 7 of your TeleFile Worksheet.

Enter the amount of payment in the space provided.

Write your Tax Account Number on your check or money order and make payable to Retailers' Sales Tax. Send your payment to: Kansas Department of Revenue, 915 SW Harrison St., Topeka, KS 66625-5000.

# ST-TEL

**Sales Tax  
TeleFile Voucher**

(Rev. 4/05)

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FOR OFFICE USE ONLY

|                       |
|-----------------------|
| Business Name         |
| DBA Name              |
| Street Address        |
| City, State, Zip Code |

Tax Account  
Number

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Tax Period **MM DD YY**

Period Beginning Date

Period Ending Date

Tax Amount Due

**R S**

Tax Type  
ID

**6 0 1**

Sort Pattern  
Number

Name or  
Address Change

|  |
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Payment  
Amount

\$

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